

**STATUS 20-0 – READY FOR EMPLOYMENT**

- A. Definition:** This status is used for those clients who, as a result of agency services provided under an IPE, and are now considered ready for and able to seek employment.
- B. Scope of services:** Placement services in IVRS are considered to be an integral and important part of the overall program. Services may include a variety of strategies agreed upon by the counselor and client in the IPE and considered essential to an employment outcome. This will include employer contacts by/and on behalf of the client.
- C. Agency Expectations:**
1. The agency recognizes the counselor as the person primarily responsible for the determination of job readiness and for assuring that placement services are adequately planned and carried out.
  2. R-413 - At the time of movement to Status 20-0, to the extent that these issues have not been previously recorded by agency representatives, the counselor will make an R-413 entry relating to:
    - a. specific information pertinent to job readiness (i.e., medical issues resolved to the extent possible; medical release to go to work obtained from physician as necessary; client's functional capability of performing in chosen job areas; meets minimum skill requirements; has satisfactory job seeking skills; has independent living skills necessary for employment being sought; transportation arrangements, etc.);
    - b. activities which will be pursued to accomplish placement and identification of responsible entities (i.e., referral to Workforce Development or other agency; use of incentives; participation by client, counselor, others, etc.);
    - c. need and justification for any services such as tools, supplies, licenses, interpreter, transportation, or other services which need to be purchased as an integral part of the placement activity.
    - d. a meeting, at least monthly, to review what has been done and what has changed to improve the client's chances of obtaining suitable employment and the next steps in the process.

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3. A separate placement plan is acceptable, as long as all the items under C.,2., above, are included. If there is a separate placement plan, the R-413 casenote need only indicate the section of the file where it is filed.
4. Case entries should summarize job search efforts specifically focused on business and industry contacts as well as job seeking skills.
5. Plan Reviews may be completed by agency representatives performed at a minimum annually.
6. Plan Amendments must be approved by the Counselors.

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